
Portable Appliance Testing (PAT) Policy

Managed by: Head of Estates	Approved by SMG: Yes
Department/school/committee: and Facilities Department	Estates Date approved by SMG: 03.03.2012
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Policy Statement

The purpose of this policy is to promote the importance of the consideration of portable appliance testing requirements throughout the University

It is the policy of the University to ensure that all of its portable electrical equipment is tested appropriately and safe to use and satisfy all the related legal obligations.

Version Control

Version number	Purpose/change	Name and job title	Date (DD/MM/YYYY)
1	New Policy	Director of Estates	01.02.2011
2	Update	Director of Estates	06.02.2012
3	Small revisions	Director of Estates	08.02.2013
4	Update	Director of Estates	01.06.2014
5	Convert into new format and revised	Director of Estates	18.08.2015
6	Minor amendment	Director of Estates	24.08.2016
7	Minor amendment	Director of Estates	30.03.2017
8	Minor Amendments	Director of Estates	09.04.2018
9	Minor Amendments	Head of Estates	02.07.2019

Scope

This policy applies to all Managers, staff, contractors, students and guests of the University.

Legislation and guidance

This policy has been formulated with the aim of complying with the following statutory instruments and best practice guidance:

- The Health and Safety at Work Act 1974 (HSWA)
- The Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice (MHSWR)
- The Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

There is a legal requirement on the Royal Agricultural University to carry out regular testing of all of its Portable Electrical Equipment to ensure it is suitable and maintained properly to avoid danger. We have also extended that duty of care to all portable electrical equipment brought onto campus for business or work related purposes with the intention of connection to one of the University electricity supply circuits.

Student Electrical Equipment

Students are advised and encouraged to ensure all electrical equipment brought onto campus has a current appropriate PAT certificate / label before it can be connected to any of the University electrical supplies. A PAT service will be made available free of charge in the first two days of induction week. Testing can be arranged by the in house maintenance team, at a modest charge, at other times.

NB: The University reserves the right to disconnect and remove any electrical equipment not certified as being PAT tested.

Staff Owned Equipment

The University has a duty to test all portable electrical equipment including items brought onto any campus, deemed to be work related which are owned by staff. Students may only bring personal electrical appliances/equipment onto campus with the prior approval of the Head of Estates and the equipment can only be

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connected to a University electrical supply after it has been tested in the approved manner.

Staff not wishing to have their electrical equipment tested should ensure it is permanently removed from the University premises.

Electrical equipment bought onto campus under hire or rental arrangements

Due to the nature of this equipment, it must have had a successful test within the previous six months from date of use.

Testing and Inspection Frequency

The PAT testing schedule is managed by the Estates and Facilities Department personnel.

The person undertaking the testing must be competent to inspect and test an electrical appliance in order to determine if it is safe to use based on the inspection and test results. Training will be required and must cover the following areas:

- Identification of equipment types
- Appropriate test procedures
- Frequency of inspection and testing
- Visual inspection
- Correct use of test instruments
- Record Keeping

Risk Assessments

Due to the large number of items of equipment involved it is impractical to carry out individual risk assessments. A general guide to the frequency of PAT testing various types of equipment is given below. The frequency of testing of some individual items of equipment will be altered in line with patterns of use / portability, frequency of failure or damage reported.



Inspections

The most important check that should be carried out on portable equipment is a visual inspection for damage. It is, therefore, necessary for all staff and Heads of Department to ensure that any equipment they use is examined for obvious external signs of damage before use.

Staff in housekeeping are encouraged to check student equipment is tested and remind students or inform the Estates Department if anything is seen to be untested or if items such as hair straighteners are left plugged in. Also laptops should not be left on the beds plugged in as they can overheat.

University Equipment

Campus equipment will be visually inspected and tested by a competent engineer to the following schedule, as per *HSE publication 107: maintaining portable and transportable electrical equipment*:

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated  (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

